

Lisbon Board of Education

Lisbon, Connecticut 06351

Regular Board of Education Minutes

Monday, December 16, 2019

Board Members Present: M. Krauss, J. Jencks, L. Baah, J. Danburg, , J. Lewerk, J. Marshall, S. McCabe, and D. Nowakowski

Board Members Absent: M. Avery

Administrators Present: S. Keating (Superintendent), D. Cormier (Business Manager), B. Apperson (Principal), M. Courter (Director of Special Education), B. McGlew (Building and Grounds)

Administrators Absent: None

Student Ambassadors Present: D. Jeffs and B. Nowakowski

Student Ambassadors Absent: S. Rebstock

Others: Mr. Damian Rickard

1. **Call to Order** – M. Krauss called the meeting to order at 6:32 p.m.
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Public Comment-** None

Please note: The Lisbon Board of Education welcomes comments and suggestions from citizens of the Lisbon community. Citizens who wish to speak with the Board of Education about a particular subject or concern shall be recognized during the public comment portion of the meeting. Each citizen wishing to speak at that time shall be restricted to three (3) minutes. As provided in Robert's Rules of Order, speakers shall be courteous, avoid personal attacks and refrain from the use of vulgarity. Public comment is an opportunity for citizens to bring concerns to the attention of the Board, but not an appropriate time to engage the Board in conversation. The Board may choose to direct the Superintendent to follow up on a matter as warranted.

5. **Correspondence to Board of Education** – None
6. **Report from Lisbon Central School Student Ambassadors** –

D. Jeffs reported that the 6th grade students are learning the following: In Social Studies, she reported they are learning about the different government systems in different ancient civilizations; currently they are studying Rome. In Language Arts, they are currently reading a book called “The Egypt Game”, and are learning about propositions. In Math, they are learning about ratios and rates and will be quizzed this Wednesday. In Science, they are studying the structures and functions of nerve cells. Lastly, she hopes everyone enjoys their winter break.

B. Nowakowski reported that the 7th grade students are learning the following: In Social Studies, he reported they are learning about the Spanish conquest in the Caribbean South American area. In Language Arts, they are finishing their second book report. In Math, they are simplifying expressions with different variables. In Science, they are learning the chemical outcome of a chemical reaction. In Spanish, they are learning words for family members and months of the year. Lastly, he noted that report cards were issued last week.

7. **Approval of Minutes**

Motion: J. Marshall to approve the minutes of the November 25, 2019 Regular Board of Education meeting; J. Lewerk seconded

Vote: Unanimous

Motion Carried

8. Administrators' / Superintendent's Report

- a) Lisbon Central School – Mr. Brian Apperson provided a report regarding the following: He reported that a PTO sponsored guest speaker, Jonathan Miller from Save-One Anti-Bullying, came last week to LCS to speak with our students about Anti-Bullying. The students were very engaged and asked many questions. The students also participated in PBIS Activities this past week with multiple grades interacting with one another. The students have a lot of fun with these activities. We had two concert this past week. One was the LCS Band Concert which demonstrated our talented students and the next day the Griswold High School Band Concert performed for our LCS Students and staff.. Many thanks to Mrs. Miller and Griswold High School for these great concerts. Mr. Rossi, National Jr. Honor Society students, and staff did the annual Senior Center Luncheon last Thursday which was a great success as always. This Friday, our 8th grade students will do their annual Caroling for Seniors. Lastly, he reported on the Students' of the Month.
- b) Special Education –Ms. Maggie Courter reported on Special Education Enrollment Numbers, and a summary of the Flexible Resource Room Program. In addition, she presented a template of a new Preschool Assessment Report which will better guide teachers on assessing PreK students. The teachers are excited about this new template. Lastly, Ms. Courter updated the Board on the recent State Visit regarding Speech Assessments.
- c) Business Office – Mrs. Diana Cormier updated the Board on the Medicaid Account. She also discussed the many Year-End procedures which will take place this month such as W-2's, 1099 forms, ACA reporting and certifying the EFS report. Lastly, she discussed additional items the auditors needed to complete the final audit documentation.
- d) Building and Grounds –Mr. Brian McGlew provided an update regarding the LCS physical plant. He reported that Aqua Compliance did the water testing this month and the results were good. He also reported on the weather clean up due to snow storms. Lastly, he reported that the fire alarm system and the sprinkler testing will be coming up in January.
- e) Information – Mrs. Keating reported on the following: She updated the Board on the status of the agreement with Griswold School District. Griswold is looking at other contract templates and we are hopeful to see a draft agreement from them in January. She also discussed the collaboration amongst local Superintendents regarding protocol for inclement weather days-delays, early dismissal and cancellations starting sometimes the night before a storm and as early as 4:00 a.m. the morning of the storm. She explained there are many Administrators involved as well. Mr. McGlew contacts the Town of Lisbon for road conditions, Mr. Apperson sends a message to parents and Mrs. Cormier posts the delays/cancellations on the local news stations. Lastly, she suggested starting the timeline for 2020-2021-Individual Contracts/Agreements next month. The Board agreed.

9. Consent Agenda

a) Approval of Monthly Expenditures

Motion: S. McCabe motioned to approve monthly expenditures for November 2019, Fiscal Year 2018-2019 in the amount of \$3,900.00; J. Lewerk seconded

Vote: Unanimous

Motion Carried

Motion: J. Marshall motioned to approve monthly expenditures for November 2019, Fiscal Year 2019-2020 in the amount of \$536,870.45; J. Danburg seconded

Vote: Unanimous

Motion Carried

b) Financial Statement

Motion: J. Lewerk motioned to approve the final financial statement for November 2019, Fiscal Year 2018-2019 as presented by the Administration; J. Marshall seconded

Vote: Unanimous

Motion Carried

Motion: J. Lewerk motioned to approve the financial statement for November 2019, Fiscal Year 2019-2020 as presented by the Administration; J. Marshall seconded

Vote: Unanimous

Motion Carried

c) Transfer – Mrs. Diana Cormier reported regarding a transfer.

Motion: J. Marshall motioned to acknowledge the November 2019, Fiscal Year 2019-2020 transfer as presented by Administration; J. Danburg seconded

Vote: Unanimous

Motion Carried

10. New Business / Old Business

a) Discussion re: Amendments of Policies and Possible Action-The Policy Committee members summarized the revisions to the following policies.

- Policy #0521-Mission-Goals-Objectives-Nondiscrimination

Motion: J. Lewerk moved to waive the 1st read of Bylaw #0521-Mission-Goals-Objectives-Nondiscrimination; J. Jencks seconded

Vote: Unanimous

Motion Carried

Motion: J. Lewerk moved to amend and adopt Bylaw #0521-Mission-Goals-Objectives-Nondiscrimination; J. Jencks seconded

Vote: Unanimous

Motion Carried

- Policy #4111.1/4211.1-Personnel-Certified and Non-Certified-Equal Employment Opportunity

Motion: J. Marshall moved to waive the 1st read of Policy #4111.1/4211.1-Personnel-Certified and Non-Certified-Equal Employment Opportunity; J. Danburg seconded

Vote: Unanimous

Motion Carried

Motion: J. Lewerk moved to amend and adopt Policy #4111.1/4211.1-Personnel-Certified and Non-Certified-Equal Employment Opportunity; J. Marshall seconded

Vote: Unanimous

Motion Carried

- Policy #6142.101-Instruction-Student Nutrition and Physical Activity (Student Wellness Policy)

Motion: J. Marshall moved to waive the 1st read of Policy #6142.101-Instruction-Student Nutrition and Physical Activity (Student Wellness Policy); J. Jencks seconded

Vote: Unanimous

Motion Carried

Motion: J. Lewerk moved to amend and adopt Policy #6142.101-Instruction-Student Nutrition and Physical Activity (Student Wellness Policy); J. Jencks seconded

Vote: Unanimous

Motion Carried

- Policy #6172.1-Instruction-Gifted Children Program

Motion: J. Marshall moved to waive the 1st read of Policy #6172.1-Instruction-Gifted Children Program; J. Lewerk seconded

Vote: Unanimous

Motion Carried

Motion: J. Lewerk moved to amend and adopt Policy #6172.1-Instruction-Gifted Children Program; J. Jencks seconded

Vote: Unanimous

Motion Carried

- b) Discussion re: 2019-2020 Budget Projections and Possible Action-Mrs. Diana Cormier and Mrs. Sally Keating discussed the 2019-2020 budget projections. Mrs. Keating will continue to freeze certain items until further notice.
- c) Discussion re: Minimum Wage Update and Possible Action-Mrs. Diana Cormier presented the impact of minimum wage increases to current positions.

Motion: D. Nowakowski motioned to increase a specific employee's hourly wage, effective immediately, to \$12.00; J. Marshall seconded

Vote: Unanimous

Motion Carried

- d) Discussion re: Substitute Services and Possible Action – Mrs. Diana Cormier has researched two substitute service agencies. She summarized protocol and costs. Administration is considering the many benefits of contracting with one of these agencies for next year. Mrs. Cormier will put out an RFP. She will also get more information for the Board members to discuss at a future Finance Committee meeting.

Motion: J. Jencks motioned to endorse Administration to continue research regarding the use of a substitute service agency for LCS for next year; J. Lewerk seconded

Vote: Unanimous

Motion Carried

- e) Discussion re: Natural Gas Line Project and Possible Action- Mr. Brian McGlew and Mrs. Sally Keating summarized a recent meeting held at Town Hall with Tom Sparkman, Judy Jencks, and LuAnn Dinihanian regarding the Natural Gas Project. The cost for this conversion to tie into the Natural Gas Line Project will be approximately \$69,000 in the 2020-2021 budget to begin the first stage of this project. Mr. McGlew spoke of a past meeting discussion regarding the Town possibly offering to help us pay this cost. Mrs. Krauss will look into this past discussion.

11. **Committee Reports-** Mrs. Krauss and Mrs. Marshall reported on the Policy Committee report for this year.
12. **Additions to the Agenda-** None
13. **Next Agenda Planning-** Email Progress for Board Members, Singleton Contracts, Review of Snow Days
14. **Public Comment-** None


Please see statement above regarding Public Comment procedures/protocol.

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15. **Adjournment:** 07:59

Approved


Recording Secretary

RECEIVED FOR RECORD AT LISBON
CT ON 12/20/2019 AT 12:00pm
ATTEST. LAURIE TIROCCHI, TOWN CLERK
 Asst